

# Equality Impact Assessment (EQIA)

<b>Policy</b>	<b>New policy development</b>
	Substantial revision of an existing policy or process
	Any change which may have a disproportionate impact on a particular group
<b>Decision</b>	Key decision
	<b>Decision for management board/cabinet</b>
	Budget change decision
<b>Service</b>	New service
	Service review, including the decommissioning of services
	Any service change which may have a disproportionate impact on a particular group
<b>Projects &amp; Programmes</b>	<b>All, at planning stage</b>

Further information: [Equality Impact Assessments - a users guide](#)

## Section One

	<b>Question</b>	<b>Response</b>
<b>1.1</b>	<b>Name of policy/decision/service/project/programme being assessed</b>	Working Together Recognition and Recompense policy
<b>1.2</b>	<b>Summary of aims and objectives of the policy/decision/service/project/programme</b>	<p>At Swindon Borough Council, we know it is of vital importance that we work together with our local people, communities and with providers of care and support services to ensure we get things right. This includes whenever we are making decisions about our local offer for our local communities – such as designing new services, changing or stopping existing services or any other decisions that may have an impact on how people can live their lives.</p> <p>To make sure everyone is recognised and valued for their contribution, it is important that we have a way of recognising and rewarding people who are not involved in an employed capacity, so they are paid for their time and expertise as well as travel and any other expenses.</p> <p>The purpose of this policy is to ensure a consistent, fair and equitable system to give recognition to the value of people’s contribution, and to make sure that no one is left ‘out-of-pocket’ due to their involvement.</p>

		<b>Type of activity</b>	<b>Category</b>	<b>Payment</b>
		Attendance at or involvement in <i>open or public</i> meetings / consultations / questionnaires	1	No payment. No reimbursement of expenses.
		Targeted involvement by invitation. For example, but not an exhaustive list: <ul style="list-style-type: none"> <li>• Interview panels</li> <li>• Delivering training</li> <li>• Consultation on policies or services</li> </ul>	2	Payment and reimbursement of Expenses.
		<p>Before any <b>targeted involvement</b> activity takes place, it must be made clear to participants if the activity will be eligible for payment and alternatives to payment or not.</p>		
1.3	<p><b>Who is affected by the policy/decision/service/project/programme?</b> (e.g. employees/service users/supplier/contractor)</p>	<p>This policy applies to staff across the council who organise involvement activities and covers how we engage Swindon residents or people who use council services (called participants). Involvement includes engagement, participation, consultation, and co-production.</p> <p>This policy affects people with lived experience - people with personal, firsthand knowledge gained from going through specific life events, challenges or navigating health/social services. This includes people drawing on care and support services, Children and Young people in our care, Carers, Foster Carers, tenants, residents and scrutineers. This may include people employed by Swindon Borough Council or our partner organisations.</p>		
1.4	<p><b>What involvement and consultation has been done in relation to this proposal?</b> (e.g. with relevant groups and stakeholders)</p>	<p>As part of the policy development, we have engaged with experts by experience from the Working Together Digital Forum to understand how they would like to be remunerated for involvement. Adults are the only directorate who do not currently remunerate experts by experience therefore we wanted to get their views.</p> <p>We worked with internal colleagues from the following Directorates who already remunerate experts by experience, to share best practice and ensure the policy encompasses the existing remuneration activity for involvement.</p> <p>People</p> <ul style="list-style-type: none"> <li>• Children’s Participation</li> <li>• Youth Justice Service</li> <li>• Fostering Team</li> <li>• Swindon Safeguarding Partnership</li> </ul>		

	<p>Prevention and Communities</p> <ul style="list-style-type: none"> <li>• Live Well Hub</li> <li>• Housing</li> <li>• Public Health</li> <li>• SEND</li> </ul> <p>We have engaged with the following cabinet members and senior strategic colleagues in the development of this policy:</p> <ul style="list-style-type: none"> <li>• Cabinet Member for Adult’s Social Care</li> <li>• Cabinet Member for Children’s Social Care</li> <li>• CMT</li> <li>• Directors</li> </ul>
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## Section Two

Protected Characteristic Group	Is there a potential for positive or negative impact? Is the impact neutral?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the proposal)
Disability	Positive	The Working Together Recognition and Recompense Policy will have a positive impact on experts by experience who take part in targeted involvement by invitation.  This is because the policy sets out rates and process to follow when working with any expert by experience across the council, ensuring fairness and equity for all.	N/A
Gender Reassignment	Positive		N/A
Marriage or Civil Partnership	Positive		N/A
Pregnancy and Maternity	Positive		N/A
Race	Positive		N/A
Religion or Belief	Positive		N/A
Sexual Orientation	Positive		N/A
Sex (gender)	Positive		N/A
Age	Positive		N/A
Children in Care and Care Leavers	Positive		N/A

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## Section Three

<b>3.1</b>	<b>Potential Barriers to success and mitigating Actions – summary</b>	The policy will be fully implemented across the council by the operational leads who were involved in the development of the policy to ensure it is embedded in their service areas.
<b>3.2</b>	<b>How will success be measured?</b>	Positive feedback from experts by experience on receiving remuneration if it has been offered and they have accepted it.
<b>3.3</b>	<b>What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	<ul style="list-style-type: none"> <li>• Quarterly survey sent to operational leads on use and impact of policy</li> <li>• Annual review of policy with operational leads to identify any updates required.</li> </ul>

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## Section Four

For the Record			
<b>Name of person leading this EQIA</b>	Clare Deards	<b>Date Completed</b>	09.01.2026
<b>Names and roles of people involved in the consideration of impact</b>	Clare Deards, Corporate Director of People Helen Jones, Service Development Manager		
<b>Name of Director signing EQIA</b>	Clare Deards	<b>Date Signed</b>	09.01.2026